

CONFIDENTIAL

28 September 1965

MEMORANDUM FOR:

Subject: Significant Records Management Trends

1. In accordance with your telephone request today for information indicating significant trends in Records Management, I am indicating below certain facts which I believe you will be interested in having.

a. Destruction of Records in Headquarters Offices Increases

Records destroyed in headquarters offices have increased annually from 3,953 cubic feet in 1957 to 30,522 cubic feet in the fiscal year 1964, an increase of almost 800 percent. This can be attributed primarily to the development of records controls schedules for almost all of Headquarters records, revisions in records controls schedules providing for emphasis on destruction in offices rather than transfer to the Records Center, and maturity of instructions in records controls schedules.

b. Records Transferred to the Records Center Stabilized

The gross volume of records transferred from offices to the Records Center seems to be stabilized at about 15,000 cubic feet annually. No significant change is expected.

c. Records Retained in Offices Increases

Records in offices increased in the fiscal year 1964 by about 30,000 cubic feet; during the years 1961 through 1963, however, growth had been stabilized at about 160,000 cubic feet. The abnormal growth in 1964 is due primarily to an increase of over 100 percent in records holdings in the NPIC area, greater use of quick copying machines, and an increase in the volume of records collected from sources outside the agency. There is also evidence that increased activity towards automation has brought about a greater accumulation of paper holdings because offices are reluctant to destroy hard copy until the conversion from manual to mechanical methods has been validated.

d. Reduction in Requirements for Safe-Type Filing Equipment

In the fiscal year 1965, the Office of Logistics had turned in to them 301 pieces of safe-type filing equipment which were excess to office needs. In addition, the Office of Logistics declared 132

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pieces of safe-type filing equipment surplus to all agency needs and disposed of it through GSA facilities. This significant development is due to greater disposition activity and a continued trend towards the use of Shelf Filing techniques as contrasted to conventional equipment.

e. Forms Management Activities Increase Significantly

There was a significant increase in all phases of forms management activities in the fiscal year 1965--359 new official forms were established, the largest number since 1955; 264 official forms were revised, the largest number since 1960; and 141 official forms were eliminated, the greatest volume since 1961.

This significant work load is attributable to such factors as the new agency retirement program, which was responsible for the development of 150 new forms already, and increased activity in converting manual methods to mechanical processes. It is expected that this increased work load in forms management will continue during the next fiscal year.

2. These observations have been prepared rather hurriedly to meet your deadline requirement. As a consequence, I may have overlooked some significant items.

Chief, Records Administration Staff/DDS

DDS/RA: fms (27 Sep 1965)